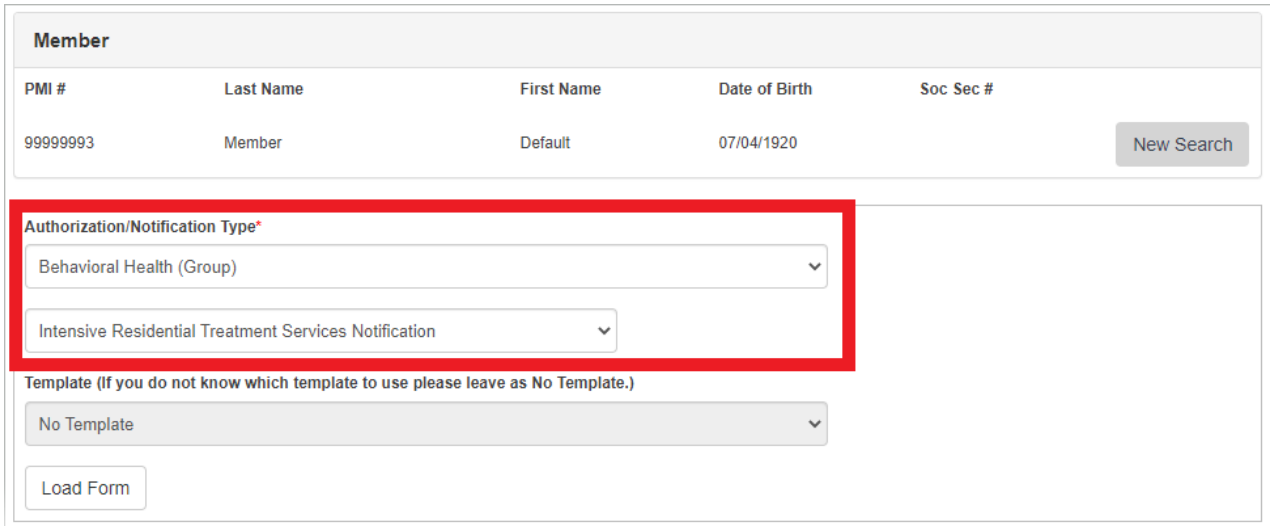
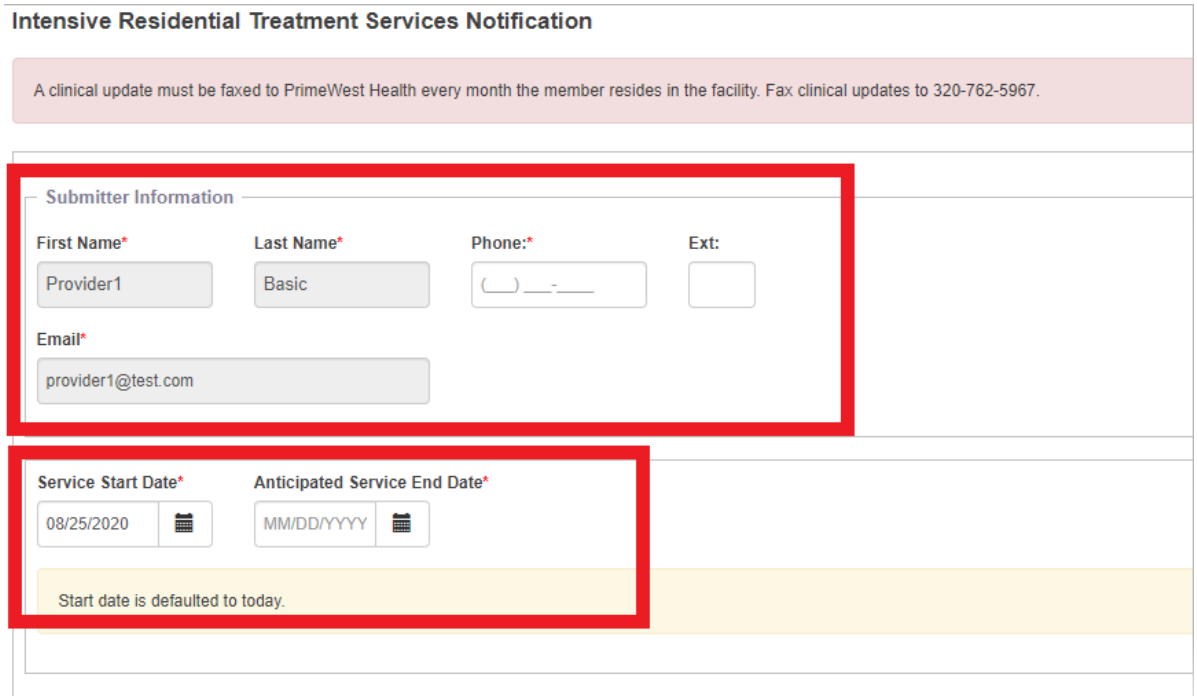
Intensive Residential Treatment Services (IRTS) Notification

1. Create a new Service Authorization or edit Member information (see *Getting Started*).
   Note: All fields with a red asterisk are required.

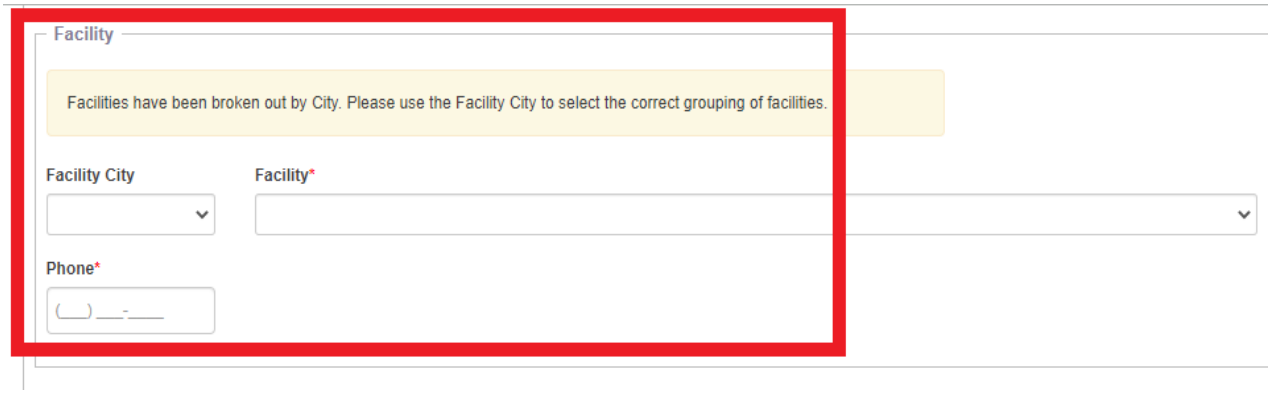
2. Select "Behavioral Health (Group)" from the Authorization/Notification Type dropdown menu and select "Intensive Residential Treatment Services Notification" from the second dropdown menu.



3. Fill out the Submitter Information section in full and enter the Services Start Date and Anticipated End Date. (Note: Service Start Date defaults to the date the notification is being entered.)

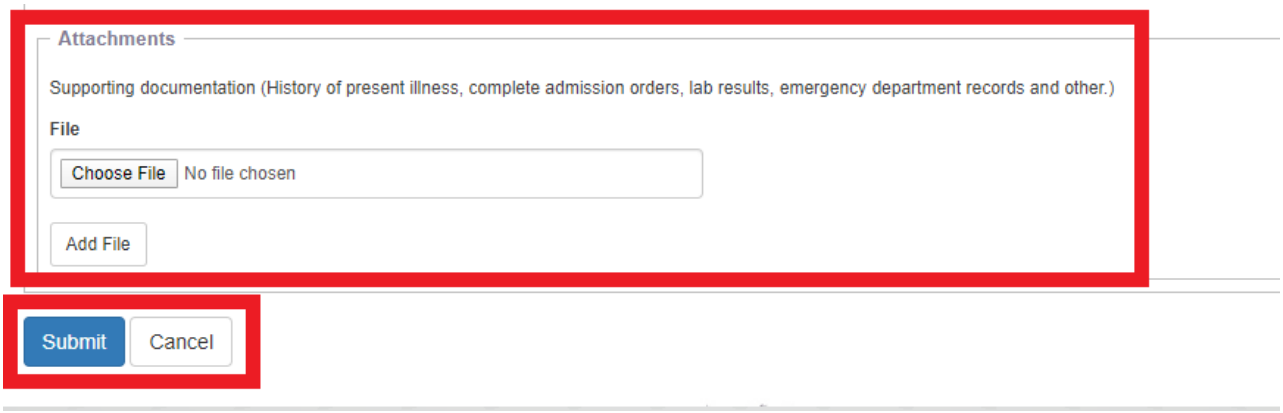


4. Enter the Facility information and the Phone number.

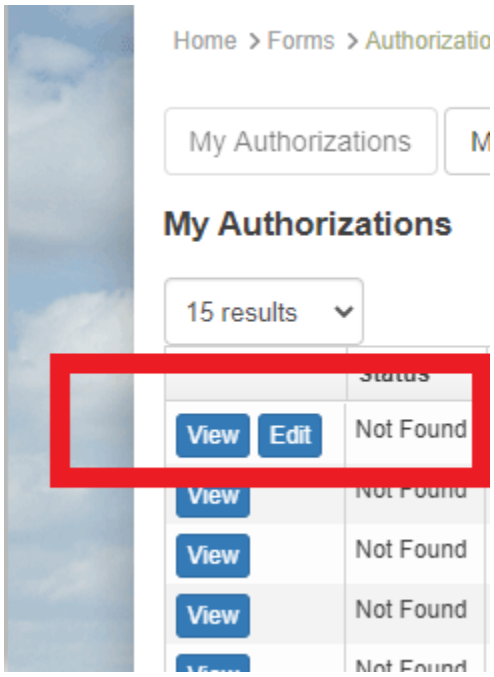


5. Enter the Primary Mental Health Diagnosis.

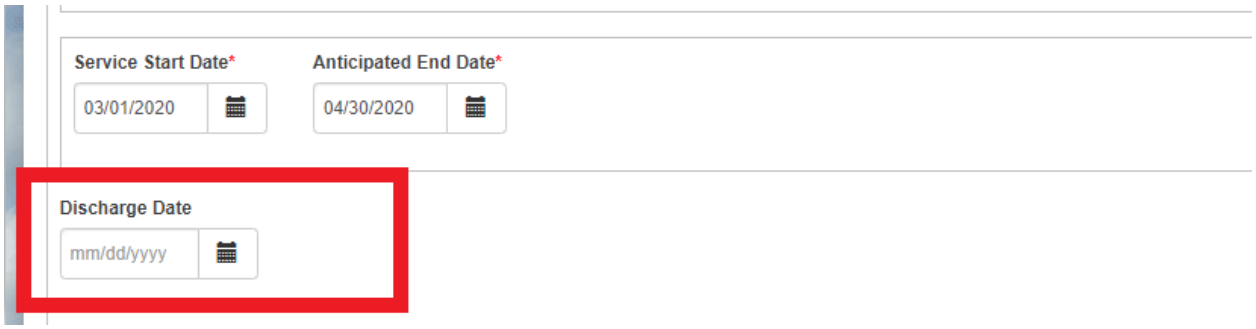
6. Attach supporting documentation and submit the notification to PrimeWest Health.



7. After the notification has been submitted, the notification can be edited to add the discharge date. On the My Authorizations page, select Edit next to the appropriate member.



8. Enter the Discharge Date. (Note: Once the Discharge Date has been entered, the notification can no longer be edited.)



9. Attach discharge documentation and submit the notification to PrimeWest Health.